



[insert office name] NRCS Office

[insert office address]

[insert your city], ID [insert zip code]

Telephone: (###) [insert office phone number]

[insert the date]

[insert applicants name]

[insert applicants address]

[insert applicants city, state, zip code]

Farm No: [insert number] Contract No: [insert number]

Program: Environmental Quality Incentives Program

Dear Mr/Mrs/Ms. [insert applicant name]:

In consultation with the [insert SWCD name] Soil and Water Conservation District, your Environmental Quality Incentives Program contract has been terminated. Your contract termination is considered a:

**/\_\_/ Voluntary Termination justified by:**

**/\_\_/ Natural disaster**

**/\_\_/ Other documented hardship**

**/\_\_/ In the public interest**

**/\_\_/ Involuntary Termination justified by:**

**/\_\_/ Producer ineligibility**

**/\_\_/ Fraudulent representation**

**/\_\_/ Violation of the terms of the contract and failure to correct and comply in a timely manner**

**/\_\_/ Knowingly misrepresented fact(s) affecting program determination**

**/\_\_/ Adoption of scheme or device that tends to defeat the program purpose**

**/\_\_/ Other reason (Enter explanation)**

All rights are forfeited to any future payments under the contract. [Insert statement about repayment requirements or lack thereof].

If you believe the decision by the NRCS is in error, you may appeal the decision to the Farm Service Agency (FSA) County Committee (COC).

The request for appeal must be received by the Farm Service Agency (FSA) County Committee within 30 calendar days of the date of this letter.

Thank you for your interest in this program. We look forward to assisting you in the future.

Sincerely,

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[Type your name], District Conservationist

cc: Joan Perry, Director, Pacific Basin Area  
John H. Lawrence, State Resource Conservationist, Pacific Basin Area  
Bill Burns, Agricultural Program Specialist, Farm Service Agency, Hawaii